

Minutes
GHI Board of Directors
April 22, 2010

Present: James, Morse, McFadden, Novinski, Mazursky, Boswell, Hickey

Excused Absence: Agans, Lewis

Others in Attendance:

Gretchen Overdurff, General Manager
Joan Krob, Director of Member Services
Joe Perry, Director of Finance
Dorothy Lauber, Audit Committee
Patty Muldowney, Recording Secretary

Eldon Ralph, Assistant General Manager
Tom Sporney, Staff Engineer
Dianne Wilkerson, Chair, Audit Committee
Henry Haslinger, Audit Committee
Susan Jones

Vice President Novinski called the meeting to order at 7:31 p.m.

1. Approval of Agenda

Director James stated that there were changes made to the minutes up for approval on tonight's consent agenda. These changes were sent to Ms. Krob and are in the minutes that will be signed at tonight's meeting.

MOTION: TO APPROVE THE AGENDA.

Moved: Boswell

Seconded: McFadden

Carried 6

2. Visitors and Members

There were no comments from the member present, Susan Jones, other than she attended tonight's meeting because she is interested in the discussion about a green roof for the admin building.

3. Approval of Membership Applications

MOTION: THAT THE FOLLOWING PROSPECTIVE MEMBERS ARE ACCEPTED INTO THE COOPERATIVE AND MEMBERSHIP AFFORDED THEM AT THE TIME OF SETTLEMENT:

- **STEPHANIE J. LOVE, SOLE OWNER**
- **ANNURADHA M. PRABHAKARA AND MADAN K. PRABHAKARA, JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP**
- **CAROLYN MCGEE, SOLE OWNER**
- **SUSANNAH H. MUNSON, SOLE OWNER**

Moved: James

Seconded: McFadden

Carried 6

FOR THE RECORD: BOARD POLL ACCEPTED THE FOLLOWING MUTUAL OWNERSHIP CONTRACT ON APRIL 14, 2010, WITH MEMBERSHIP AFFORDED HER AT THE TIME OF SETTLEMENT:

- **ELIZABETH ANDERSON, SOLE OWNER**

MOTION: THAT THE BOARD OF DIRECTORS APPROVES THE FOLLOWING MUTUAL OWNERSHIP CONTRACT CHANGES:

- **PATRICIA J. BERGEMANN AND MICHAEL W. MULDOWNNEY, JOINT TENANTS, TO PATRICIA J.B. MULDOWNNEY AND MICHAEL W. MULDOWNNEY, TENANTS BY THE ENTIRETY**
- **SANDRA B. KIRSCH AND THOMAS J. HEIBEL, JOINT TENANTS, TO SANDRA B. HEIBEL AND THOMAS J. HEIBEL, TENANTS BY THE ENTIRETY,**
- **LYN EDMONDSON, SOLE OWNER, TO LYN EDMONDSON, SOLE OWNER, (for refinance purposes only)**

Moved: James

Seconded: Boswell

Carried 6

4. Committee Reports

There were no written committee reports to review. Each Board member present shared updates on the committee to which they are Board liaison.

- a. Communications Committee: The committee was visited by an “expert” on social media on the web, Eileen Boswell. They are exploring the possibility of GHI having a presence on Facebook and Twitter. The committee may form a task force to look into this issue; the Board will be consulted and ask to vote on a policy if this comes to fruition.
- b. Companion Animal Committee: The committee will meet next week; their main theme is to develop a plan to address roaming cats in the community.
- c. Yard Line Committee: The committee has just learned that some buildings interlock, creating some issues regarding yard lines and where additions would end. On a happy note, Yard Line Committee member Helen Corneo and her parents attended the Volunteers Appreciation Luncheon and received t-shirts. Ms. Corneo’s parents live in France, so GHI is now being marketed in Europe whenever they wear their t-shirts.
- d. Architectural Review Committee: Director Novinski shared that according to her memory, ARC has gone three months without hearing an exception. She suggested that this may be an encouraging trend in the right direction.
- e. Member and Community Relations Committee: The committee hosted a successful, well-attended Volunteer Appreciation Luncheon on Sunday. Director James thanked Ms. Krob for doing the bulk of the work to make the luncheon possible. The next big event for MCR is the community yard sale, which will take place on May 22 from 8:30 a.m. to 12:30 p.m. The yard sale will be held on the lawn, as there will be parking needed for the pre-purchase orientation going on at the same time. The cost to participate is \$10 per table, and \$5 if the member provides his or her own table. Director James shared that the committee is looking into changing its name to “Member Activities Committee”, or MAC for short.
- f. Woodlands Committee: A trail maintenance event will be held on Saturday from 9:00 a.m. to 1:00 p.m. at the north corner of Plateau and Ridge. The group will clear out logs and debris from the trail.
- g. Buildings Committee: The joint work session with the Board and Finance Committee went well; feedback has already been received from the Finance Committee. At the committee’s next meeting on April 28, they will discuss an outreach program for the annual meeting. The Buildings Committee will be visiting other committees with its presentation. Anna Socrates, Communications Committee member, will help to draft communication for the membership about the community upgrade.
- h. Marketing Committee: The Website Team is moving forward and will meet next Thursday. Members from the committee are showing up at several other committee meetings in an attempt to get feedback about the website.

5. Consent Agenda**MOTION: TO APPROVE THE CONSENT AGENDA.**

Moved: James

Seconded: Hickey

Carried 6

6a. Approval of Minutes: 1-28-10, 2-25-10, and 3-25-10**MOTION APPROVED BY CONSENT AGENDA: TO APPROVE THE MINUTES OF JANUARY 28, 2010; FEBRUARY 25, 2010; AND MARCH 25, 2010.**6b. 2010 Slate Roof Contract, Additional Units – 1st Reading

The replacement program for slate roofs currently extends through 2012 with 56 homes remaining after those already approved for 2010. Staff Engineer Sporney explained that because of the extensive damage to the roofs and gutters on brick homes, and with only two years remaining for this replacement program, it makes more financial sense to replace the damaged components rather than perform repairs only to then replace them in immediately subsequent years. Mr. Sporney suggested moving the following 14 units up to this year with funds derived from replacement reserves and not from operating funds: 2 A-D Westway; 2 A-F Gardenway and 35H-L Ridge Road.

Bids were solicited from thirteen roofing contractors with four companies responding: Hearn Insulation & Improvement Co., Inc. - \$172,774; Metropolitan Siding & Windows, Inc. - \$197,691.02; RRH Associates, LLC - \$163,440; and Columbia Roofing, Inc. - \$216,775.

MOTION: THE BOARD OF DIRECTORS AUTHORIZES THE MANAGER, FOR FIRST READING, TO SIGN A CONTRACT WITH RRH & ASSOCIATES TO PERFORM THE SLATE ROOF REPLACEMENT PROGRAM AT 14 HOMES AS DESCRIBED ABOVE, AS DIRECTED BY GREENBELT HOMES, AT THE BID, \$163,440, PLUS 10% FOR CONTINGENCIES, FOR A TOTAL NOT TO EXCEED \$179,784.

Moved: Morse

Seconded: Boswell

Carried 6

6c. Conventional vs. Green Roof on Administration Building

Mr. Eldon Ralph stated that the roof on the administration building was installed 18 years ago and is now showing signs of deterioration; it will need to be replaced in the next two years. Staff is looking to the Board for guidance to plan for its replacement and to develop a design for the new roof. The Sustainable Design and Practices Committee suggested a few years ago that a green roof be considered for the administration building and for all flat roofs within GHI. Staff did an analysis, comparing the pros and cons of a green roof for the administration building. Mr. Ralph explained that a green roof would reduce storm water runoff 50-60% and would enable GHI to promote itself as environmentally conscious. However, the cost of a green roof is more than twice that of a conventional roof over its lifetime. Mr. Ralph suggested that some consideration be given to the many financial commitments to be made by GHI over the next few years.

The Board discussed the cost comparison of a green roof versus a conventional EPDM roof over its life cycle, which includes maintenance and replacement of the EPDM roof after 20 years. Maintenance required for a green roof includes time spent pulling weeds, irrigating, and repairs to any leaks. Mr. Ralph explained that the increase in projected costs is due to inflation. He further explained that it is difficult to find a good, reliable source for projected maintenance costs of a green roof; staff based their estimate on the ardently green report as that was the best source at their disposal. Director Mazursky asked if staff could get bids for a green roof to determine what installation would actually cost. Mr. Ralph explained that a green roof would require development of a specific design before bids could be

solicited; such a design would cost GHI a few thousand dollars. Mr. Ralph had asked an engineer to do a feasibility study of the GHI admin building; that study would cost \$3,000. Because of this, staff needs guidance from the Board on how to proceed before the roof comes into disrepair. The Board asked if grants or tax credits are available for energy efficiency or green design. Mr. Ralph explained that staff has been in contact with several people in the industry, and none have mentioned any alternative sources of funds for a project like this.

Director Mazursky asked if the idea of a solar array has been brought up in the discussion of a new roof for the administration building. The Board discussed the energy tax credits that are currently available for installation of solar panels. Mr. Ralph explained that solar panels had been considered for heating water in the administration building, but that it was determined that not enough hot water was used to make it a worthwhile project. However, solar panels have not been considered as a source of electrical power for the building. Several Directors expressed appreciation for the idea of a green roof, but stated that the cost may be prohibitive. It was suggested that a standard roof be installed on the administration building, with the money saved put toward solar panels. This would be a green investment in the coop that would pay off with the current tax credits. Because the tax credits are claimed on income taxes, it was suggested that GDC purchase the solar panels and lease them to GHI. (GHI does not pay income taxes, but GDC does.)

The Board then discussed the cost difference between the green roof and the conventional roof, divided up into a cost difference per year, per unit/year, and per unit/month. It was determined that the approximate cost difference per unit/month is 11 cents. The willingness of members to contribute a small amount of additional money in their coop fees per month was discussed. The Board considered the money that would be spent and the time invested in a green roof, as well as the amount of maintenance that would be needed for upkeep of the green roof in the first few years. It was discussed that a conventional EPDM roof would provide more insulation than a green roof, and storm water runoff is less of an issue near the GHI administration building than in other areas. A suggestion was made about finding a test site for a green roof on a block home or a garage which could then be considered when roofs on block homes need to be replaced.

MOTION: THE BOARD OF DIRECTORS DIRECTS STAFF TO REPLACE THE ROOF ON THE ADMINISTRATION BUILDING WITH AN EPDM ROOF WHEN THE EXISTING ROOF IS DUE FOR REPLACEMENT.

Moved: Boswell

Seconded: McFadden

Carried 6

The Board briefly discussed the possibility of solar panels on the GDC apartment buildings. Mr. Ralph stated that GDC would be an excellent candidate for solar powered heating and water systems.

6d. Buildings Committee's Request for Funds to Facilitate Data Collection for Pilot Project

Director Boswell explained that one of the first things that the Buildings Committee needs to do is collect data on a few homes. The committee would like to determine what kind of energy usage happens in average GHI homes currently, so that a comparison can be given after the upgrades have been made in the pilot homes. The Buildings Committee would like to place data collection instruments in the pilot homes by the fall of 2010 and is asking for \$50,000 to accomplish this task. Director Boswell explained that \$35,000 will be budgeted for instruments and \$15,000 for other expenses, including troubleshooting and consultations from professionals. The exact figures are not finalized, but the committee is being conservative with their estimations.

Director of Finance Perry explained that these funds would be taken from any excess from the 2009 fiscal year. These funds would have otherwise been rolled over into replacement reserves.

The Board then discussed the importance of collecting data before beginning the upgrade for the entire community. A pilot project would ensure that materials and procedures used for the upgrade would have maximum benefit for the homes and members. Director Boswell also explained that the pilot project will help the committee to quantify the costs of the overall project. Director James pointed out that the instruments purchased for the pilot project could be used for data collection on any unit after the pilot project has been completed. A question was raised about what would happen if the results of the pilot project were unfavorable. Director Boswell stated that if the recommendations for the upgrade do not make sense for the community (based on the findings of the pilot project), the community upgrade would be called off. While that would be disappointing, the pilot project would still have been worthwhile in that it would have saved the cooperative from unnecessary expenditures for a community-wide upgrade.

MOTION: THE BOARD OF DIRECTORS APPROVES OF THE DATA COLLECTION PROPOSAL THAT WAS FORMULATED BY THE BUILDINGS COMMITTEE AS THE FIRST PHASE FOR A PILOT GHI COMMUNITY PROJECT AND AUTHORIZES THE EXPENDITURES OF UP TO \$50,000.00 FOR THE DATA COLLECTION PROJECT.

Moved: Morse

Seconded: James

Carried 6

Director Boswell stated that the committee's next step will be to identify pilot homes, at which point they will come back to the Board with recommendations for the pilot project.

6e. Recommendation to ARC to Study Vinyl Siding Options

Mr. Sporney asked the Board for guidance on what is expected from ARC on this matter. The Board discussed whether the committee should look into fire-safe siding. It was determined that ARC should give input on the appearance of permitted siding for frame homes. Because the Buildings Committee has already studied the cost of various types of siding, ARC does not need to look into cost. The Board tasked ARC to look into options for siding for frame homes, and possibly for block homes. This includes texture, appearance, and size. The Board requested that ARC return with three options for vinyl siding with an insulation value of at least R6.

CONSENSUS: THE BOARD OF DIRECTORS REFERS THE STUDY OF VINYL SIDING OPTIONS ON FRAME AND BLOCK HOMES TO THE ARCHITECTURAL REVIEW COMMITTEE (ARC) AS PART OF THE ENERGY UPGRADE STUDY.

6f. Update on WSSC Project for Replacement of Water Pipes

Mr. Eldon Ralph gave the Board a history of the proposed WSSC project to replace water pipes for masonry homes. GHI staff is still in discussion with WSSC about this project. Mr. Ralph explained that the new drawings given by WSSC show the meters located at the curb of the street; WSSC contends that their responsibility ends at the meters. That would mean that GHI would be responsible for maintenance of the water pipes that go from the meters into the units. However, an agreement was signed between GHI and WSSC in 1958 stating that WSSC will maintain ownership of the water pipes running into GHI homes. GHI staff has requested that the meters be placed near the homes. Mr. Ralph stated that that GHI staff and WSSC have come to an impasse. At this point, GHI staff would like to know the terms and conditions, written confirmation that WSSC will be responsible for abandoned pipes, and written confirmation that WSSC will be responsible for pipes leading from meters to homes. Mr. Ralph further explained that WSSC has requested construction easements, not permanent easements. GHI staff would like for WSSC to be specific about how they will be able to maintain responsibility for pipes without permanent easements, as well as technical reasons explaining why meters could not be placed and maintained near the homes. Mr. Ralph did have contact with a representative from WSSC who promised to get back to him before tonight's meeting; Mr. Ralph has

received no further contact from WSSC. At this point, Mr. Ralph is presenting this information to keep the Board “in the loop” and ask for feedback on any other issues that the task force should pursue with WSSC.

The Board expressed appreciation for the work of Mr. Ralph and the task force on this matter. There was a question about maintenance of abandoned pipes. Mr. Ralph explained that old pipes that were not filled properly could result in a sinkhole. Additionally, abandoned pipes may need to be removed in the future; GHI would like to determine who is responsible for these pipes before a problem arises.

Mr. Ralph stated that he has been seeking a face-to-face meeting with representatives from WSSC, in the presence of a City of Greenbelt official. To date, WSSC has been reluctant to grant such a meeting. However, construction cannot begin until the GHI Board signs off on the right of way; this gives GHI some leverage in the situation. Mr. Ralph explained that this is a unique situation. The distance from the streets to the GHI homes is larger than the distance from the street to an average home. The result is a longer stretch of pipe needed to run from the meter at the curb of the street to the home. Mr. Ralph explained that this will be a long and drawn-out issue; both GHI and WSSC have contacted attorneys on this issue.

7. Items of Information

This week is Employee Appreciation Week at GHI. General Manager Overdurff shared an overview of events offered for the staff during this week. Breakfast was provided for all employees on Monday, and snacks were provided on Tuesday. On Wednesday, there was a luncheon for employees. A program was held during the luncheon; directors shared words of appreciation and employees had a chance to speak. A raffle was held on Thursday, and the ice cream truck will come to GHI on Friday. Ms. Overdurff shared that the employees were grateful for the floating holiday granted by the Board. She explained that the week was a nice opportunity for employees to be appreciated without being able to give raises. Ms. Overdurff shared appreciation for the Human Resources department; the HR Director planned the events for the week. The Board members who were able to attend the luncheon shared their thoughts about the program, and appreciation for the humor of the staff.

There will be a work session for the Finance Committee to consider the Buildings Committee’s request on May 6 at 7:00 p.m. Director Lewis stated that the Finance Committee would have answers for the Buildings Committee by the end of May.

8. President

There were no messages from President Agans.

9. Board Members

Director Mazursky asked about the procedure for determining sidewalk replacements, as he received a notice of replacement but did not view his sidewalks to be in bad shape. Mr. Sporney explained that data is collected on the sidewalks, including damage, displacement, and sinking of the slab; this data is used to determine which sidewalks need to be replaced.

Director Boswell made a comment about discussion on the greenbelters Yahoo group regarding a contractor recommendation, praising Mr. Sporney and Director Lewis for posting the official GHI policy. Director Boswell then shared a brief overview of the KoJo show, stating that it was great for Greenbelt. Near the end of the show, the audience was even asked what P.G. County could learn from Greenbelt.

Director James shared appreciation for work done by GHI electrician Desmond McAlmont. He stated that after Mr. McAlmont fixed his hot water heater, it worked better than it did when it was new.

Director Novinski stated the theft by the GHI employee was mentioned at the employee appreciation luncheon on Wednesday. This was the first time she had heard it mentioned in public. Director Novinski asked how Board members should approach any questions received and who the questions should be referred to. General Manager Overdurff explained that the employees were informed of the theft for the first time during the luncheon. She stated that this issue is in the annual report, which is how the members can be informed. The Finance Committee was informed of this matter last week. An insurance claim has been filed, and reimbursement (minus the \$5,000 deductible) is expected. Ms. Overdurff instructed that Board members can answer questions about this incident. Any questions raised at the annual meeting can be answered by either President Agans or Director Lewis (Board Treasurer). Ms. Overdurff then gave the Board an update on what has happened since the theft was discovered.

Director McFadden stated that she plans to become more involved with the Marketing Committee. She also shared her experience in watching the KoJo show; she particularly liked to hear what the panelists had to say about diversity.

Director Morse suggested that anyone who was not able to attend the KoJo show take advantage of the link online and listen to the recording. He stated that the Greenbelt City link is on the KoJo show's website, and suggested contacting the show to add GHI's website to their page, since GHI was a focus of the show.

10. Manager

General Manager Overdurff shared that there will be a group of emerging coop leaders visiting on May 4 as part of the conference. The group will arrive in Greenbelt later than in the past, and need to return to the conference by 4:00 p.m. With that in mind, they probably will not have much time in GHI. Ms. Overdurff will escort the group, although she does not know what they will be doing yet.

MOTION: TO ADJOURN.

Moved: McFadden

Seconded: Mazursky

Carried 6

The meeting adjourned at 9:14 p.m.

Ed James
Secretary